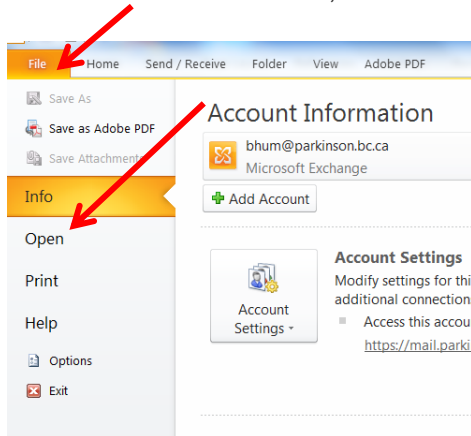


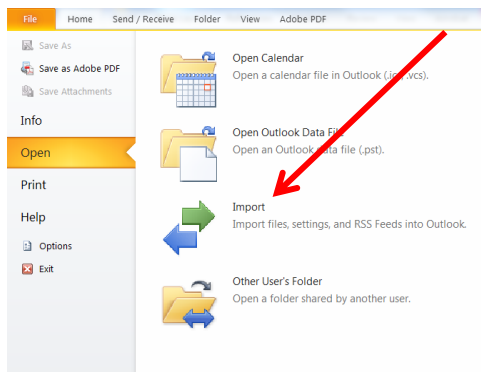
How do I Export my contacts from my Outlook 2010 email account?

When you export your contacts from Outlook, **you will need to save a copy of your contacts to a .CSV file** on your computer. You can then import this contact file to your Parkinson SuperWalk Participant Page.

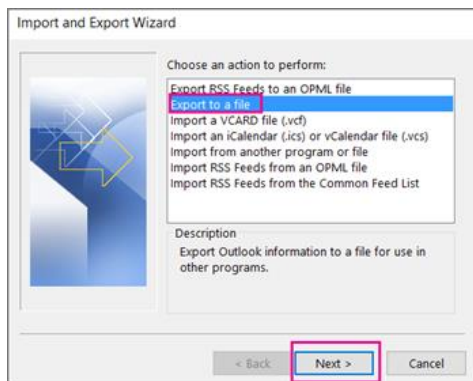
1. In Outlook 2010 on a PC, choose **File** then click on **Open**.



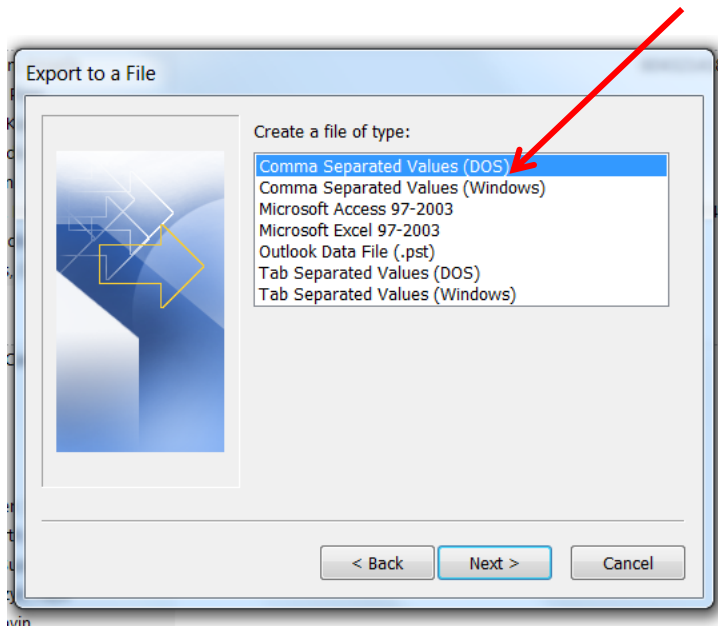
2. Click **Import**.



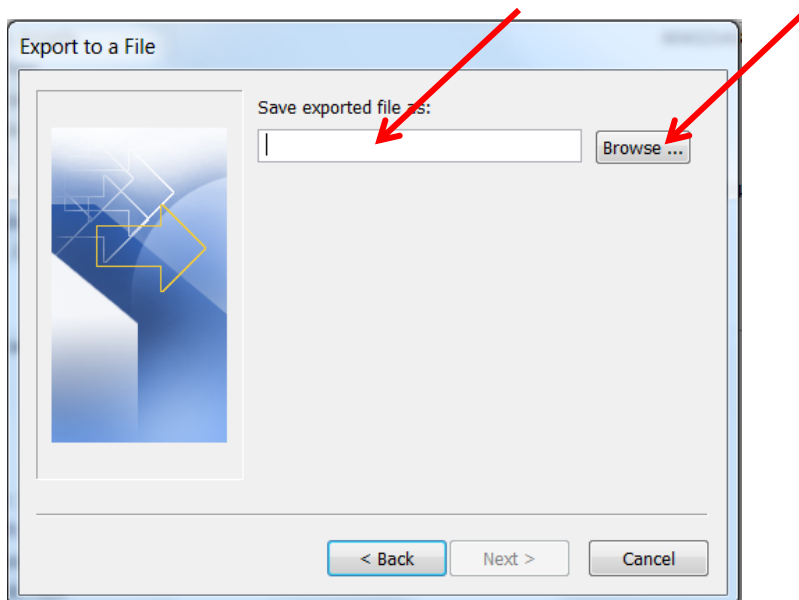
3. Choose **Export to a file**. Click **Next**.



4. Choose **Comma Separated Values (DOS)**. Click **Next**.

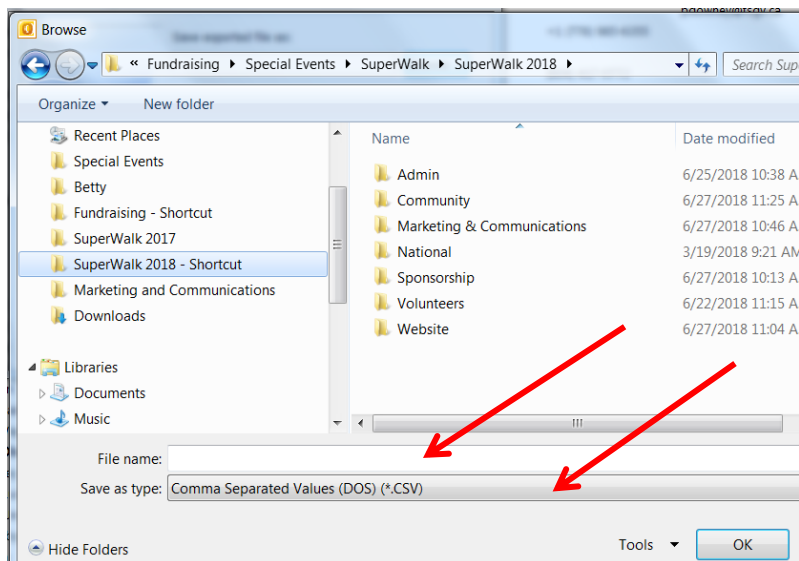


5. Select your **Inbox** to export from. Click **Next**.
6. Type in a file name in the field. Click **Browse** and then choose location on your computer that you would like to save the Contact file.

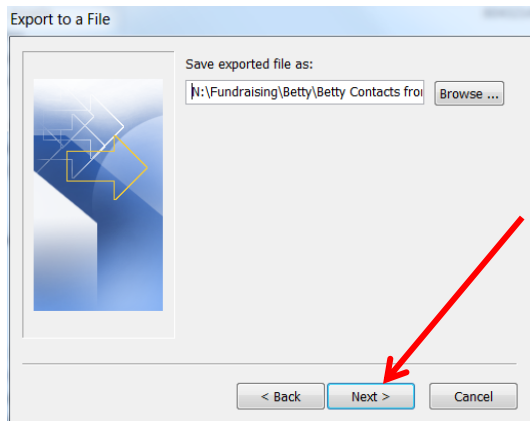




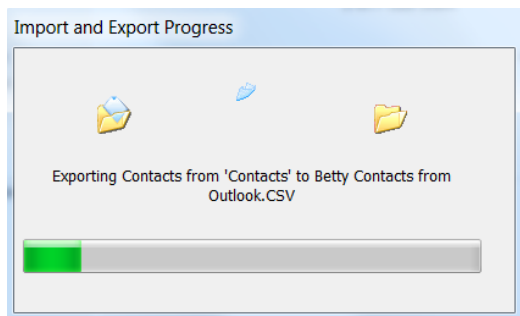
7. Verify or edit your file name and make sure you are saving as Comma Separated Values. Click **OK**.



8. Confirm where your new contacts file will be saved on your computer. Click **Next**.



9. Choose **Finish** to start exporting your contacts immediately. Outlook doesn't display any message when the export process is complete but the **Import and Export Progress** box goes away.





10. Locate the new .csv file on your computer and open it with Excel to verify your contacts are there. You'll likely have a lot of empty cells. That's normal.

A	B	C	D	E	F	G	H	I	J
Title	First Name	Middle Na	Last Name	Suffix	Company	Departme	Job Title	Business S	Business S
	Shiori		Inoue						
	Kemal		Celik						
	Jakob		Solstad						
	Dorena		Paschke						

11. We recommend closing the file without saving any changes; otherwise the file might get messed up and you won't be able to use it for importing. If that happens, you can run the export process again and create a new file.
12. Now that your contacts are copied to a .csv file, you can import them to your Parkinson SuperWalk participant page.